



MEMORANDUM

DATE: October 21, 2005

TO: Departmental Bilingual Services Coordinators

FROM: State Personnel Board – Bilingual Services Program

SUBJECT: BSP MEMORANDUM 05-10
2005-06 LANGUAGE SURVEY ON-LINE SYSTEM

This memorandum is to provide updated information regarding the automated on-line language survey system.

- The modifications to the automated on-line system have been made and you are now able to input your Unit Staff Summary (Form D) and Unit Contacts (Verbal) Summary (Form E) data. Please note that on the Form D, all English public contact staff will be entered into the gray shaded area marked "NOT CERTIFIED Bilingual Staff". This will not affect your "Staff Receiving Bilingual Pay" totals.
- On the Form D, the intermittent hours must be filled in when you are reporting intermittent employees. The number of intermittent workers will not be saved correctly if you do not include the number of hours they work.
- Two training sessions will be given on inputting language survey data into the automated on-line system for those that would like to attend. Please send an e-mail to bilingual@spb.ca.gov and identify the training session you will be attending. The training sessions will be given as follows:

State Personnel Board
801 Capitol Mall – Room 312 on
Monday November 7, 2005 at 9:00 a.m. and
Tuesday November 15, 2005 at 1:30 p.m.

- The Compliance Report is being converted to a form that you can fill out and we will notify you once it is completed.

We thank you for your patience and ask that you contact your bilingual services analyst for assistance, or the BSP Unit at (916) 651-9017/TTY at (916) 651-8782 should you have any questions regarding this memo.